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ABSTRACT

The purpose of this term paper clinic workshop was to provide information on options that can be used when students need information for research papers. The workshop is designed for librarians in any type of library who deal with students working on term papers. Three types of term paper clinics are discussed: individual conferences; group sessions; and a combination of the two. Items to consider when planning a term paper clinic are outlined: objectives, instructors, logistics, techniques, materials, and evaluation. Three examples of materials that could be used are appended: a general approach, with exercises and handouts; a brochure to complement a workshop; and a subject-specific exercise. A bibliography and evaluation form are also appended. (THC)

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TERM PAPER WORKSHOP

Presented by the Mississippi Library Instruction Roundtable (LIRT) at the annual Mississippi Library Association Convention, Jackson, Mississippi. November 11, 1983

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ABSTRACT

The purpose of the Term Paper Clinic Workshop presented at the Mississippi Library Association Annual Convention by the Library Instruction Roundtable (LIRT) was to provide information on options that could be used when students need information for research papers. The workshop was planned in response to a questionnaire distributed by LIRT at a Mississippi Library Association conference, which indicated a need for this type of program. The Workshop was aimed at Librarians in any type of library situation who deals with students working on term papers. Three examples of materials that could be used were discussed: 1) a general approach, with exercises and handouts, 2) a brochure to compliment a workshop and 3) a subject with exercises and handouts.

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MLA LIRT TERM PAPER CLINIC

I. Introduction

A. Why have a TPC?

1. All libraries have one thing in common and that is students who are trying to find material for a term paper. If your library has only five or ten students you probably will not mind talking to each one individually as they drop in and look "Lost!" However, if as in many cases, there are fifty to a hundred students or more all working on a term paper at the same time or even within the same ememster, a TPC may be your answer.

2. Overall objectives for a TPC

a. Plan

b. Organize

c. Implement

d. Evaluate

B. Different types of TPC's

TPC's are not all done in the same manner. There are many variations depending on

a. Type of library

b. Needs of students

c. Ability and inclination of librarians

Today we're going to mention several types of TPC's and then conduct one of our own! See samples from different libraries on tables.

1. Individual Conferences

This type of TPC is usually a service offered by the reference department of a college or university library but could be done in any type of library with no problems. It is designed to help students through the research stages of writing a term paper, not the actual writing. In this program several librarians with different subject backgrounds are available to assist the students. A student with a subject (topic) in mind tells a staff member at the circulations desk that he wishes to participate in the program. An appointment is then made for him to meet with a librarian who is a specialist in the area concerning his topic (eg. Sciences, Social Sciences, Humanities; or even more specialized if possible, such as education, political science, law, etc.) When they meet the student, the student will recieve advice and instruction on how to obtain materials for his paper and how best to use the library resource applicable to his study. In some schools the preselected topic is also written down at the time the appointment is made and the librarian will have prepared a minipathfinder for the student. Usually, however, just suggestions of reference tools and a definite search strategy will be worked out with the student. A session usually last about thirty minutes, but, it could be shorter or longer. Handouts (See Appendix I: Example A,B,C) with questions to be answered at the session are often used so the student has something concrete to take away with him. Often this gives the student the feeling that he knows someone that he can come to any time with future problems in finding materials.

2. Group TPC

Even this type of TPC attempts to group like subjects. For example, the library will schedule several different times for the TPC indicating that on Monday, 3-4 p.m. those students with topics in Humanities should come to the TPC; on Tuesday, 4-5 p.m. those with topics in Social Studies; etc. Then several librarians will work with the group on subjects such as planning their search strategy, using the indexes, etc. These are usually conducted in a lecture/seminar format and heavy use is made of transparencies, slides, handouts, and other types of materials suitable for group use. Consider using search strategy such as those developed in examples A,B, and C appendix.

3. Combination TPC

Some TPC's or workshops are held in two parts--the first on how to find materials as we have already discussed; the second on how to actually write the term paper, including analyzing the paper for coherence and developement, and how to document sources for bibliographies and footnotes. This second type fo RPC is used with much less frequency since it is generally assumed that the English teacher takes care of this aspect. However, this is an area that could be developed in conjunction with the English Department faculty as team teaching. It's always a good idea for the two areas, the library and the English Department, to work together as much as possible on this type of subject.

C. Objectives of the TPC

After attending this term paper clinic the student will be able to:

1. Choose a subject and restrict it by formulating a thesis statement.

2. Use the index volume of a general encyclopedia to locate an introduction to and an overview of the subject.

3. Identify key words, people, dates, events, trends, etc. that can be used as headings in their search.

4. Identify one or more subject (or specialized) encyclopedias for more specific information about the topic.

5. Locate one or more special reference tools appropriate for the topic such as:

   a. bibliographies

   b. almanacs

   c. yearbooks

   d. atlases

   e. biographical sources

   f. dictionaries

   g. current events

   h. statistics

   i. literary criticism

   j. book reviews, film reviews, etc.

6. Select one or more periodical or newspaper indexes that will yield relevent periodical citations on the topic.

7. Locate three or more relevent periodical citations for this topic in journals.

8. Locate one or more appropriate subject headings in the LCSH and then use them to find books in the subject catalog.

9. Use names of significant authors in the subject field, found previously or in subject catalog, to locate books in the card catalog.
10. Select one style manual to be used for proper documentation of the term paper. (This may have been pre-selected for the class by the teacher.)

II.

PLANNING A TERM PAPER CLINIC

GOAL-To assist students in developing a research strategy in the library.

A. All librarians involved in TPC meet at designated time with leader.

1. Select a recorder/secretary or use tape recorder.
2. "Brainstorm" and generally discuss items 1-6 to achieve some degree of consensus.
3. Organize specific ideas under items 1-6.
4. Good luck!!!!

B. Items

1. Objectives (State goals and desired participants)
2. Instructors: (Who?)
3. Logistics:
   a. When
   b. How long
   c. How often
   d. Where
   e. Budget
   f. Publicity

4. Techniques: (list)

5. Materials: (list)

6. Evaluation: (type)

APPENDIX I

SAMPLE MATERIALS TO USE IN A TERM PAPER CLINIC

A. General

B. General

C. Subject Related

Trying to use a university library to find material for a term paper takes planning; especially if the library is new to you. By using a search strategy one can save time and avoid unnecessary frustration. The following search strategy can be adapted to almost any type of paper or any topic.

1. CHOOSING A MANAGEABLE TOPIC
   Choose a topic that interests you and will be of interest to your reader. Usually in a term paper you are trying to emphasize one point on a subject, not just rehash old information you have found somewhere. Try not to select a topic that is so new or restricted that you will have trouble finding information about it. Keep in mind that the topic you select must be manageable and supported by ample resources in the library. The first step is to determine the type and scope of your paper. Is it an
   a. argumentative paper?
   b. survey paper requiring review of the literature?
   c. overview paper requiring historical review?
   d. discussion of the pros and cons of an issue?
   e. informational paper?
   f. analysis of an author's literary work?
   g. paper about an event or events?

   Type of paper_____

   The next step in choosing a topic is to look at the chapter headings in your text (if the paper is on the same subject as your text book). Select a related area that appeals to you. Using that chapter, jot down key words, names, dates, events, trends, etc. that can be used as headings in your search.

   Tentative topic_____

   Keywords, names, etc._____
   _____

2. INTRODUCTION AND OVERVIEW OF TOPIC
   The first phase of your search, finding background information, is designed to assist you in restricting your topic. Often people attempt to skip this phase and go on to the card catalog or the periodical indexes. In the long run, it is much more efficient to do background reading first!

   General encyclopedias — Call numbers and location

   _____ _____
   _____ _____

   Other keywords, specific people, dates, etc._____
   _____

   Subject or specialized encyclopedias — Call numbers and location

   _____ _____
   _____ _____
   _____ _____

Example A

3. RESTRICTING YOUR TOPIC

After you have done your background reading, you should be ready to restrict your topic. Before attempting to locate any more material you should now formulate your thesis statement, which explains in one or two sentences the main purpose or focus of your paper. Your background reading will help you to define, clarify or develop this statement. The more specific you make your theises statement, the more useful it will be in helping plan your paper, limit your note-taking, and organize your findings. The following list descibes some of the ways topics can be limited or broadened.

	Narrow	Broad	Broader
Time span:	the 1960's	20th century	the last 200 years
Place:	Mississippi	Southeast	United States
Discipline:	economic aspects of U.S. energy policy		U.S. energy policy
Specific event:	Woodstock	rock concerts	concerts
Specific individuals:	Gloria Steinem	Feminists	women
Specific groups:	Choctaws	American Indians	minorities
Specific catagories:	water pollutions in Mississippi	water pollution	pollution

An example of a topic which has been limited by place, discipline, and group is "Alcoholism in American Indians in Mississippi." Remember, you can reverse the process; if you get a topic that is too narrow, you can expand your topic in the same manner.

Thesis statement_____

_____

4. SPECIAL REFERENCE SOURCES

Now that you done your background reading and formulated your thesis statement you are ready to look for more specialized material. Decide if you need any of the following type of information: bibliography, almanac, yearbook, atlas, dictionary, biographical information, current events, literary criticism, book or film reviews, government document, statistics or a subject reference book.

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

5. PERIODICAL AND NEWSPAPER INDEXES Example A

The next step is to start collecting information for the enlargement of your infomation base. The best place to start is with either a general index, a newspaper index, or a specific index for your area of study if one is available. Use the same keywords, dates, etc. that were found in your previous readings as subject headings when using the indexes. Remember, when using indexes use those thath index for the time span your are interested in. Another idea is to start with a bibliographic index as a source of information.

Periodical or newspaper indexes and abstracts Location

_____ _____

_____ _____

_____ _____

_____ _____

Citations from above indexes

Journal Volume/Page Month/Year Location

_____

_____

_____

_____

_____

6. LIBRARY OF CONGRESS SUBJECT HEADINGS - FOR CARD CATALOG SUBJECT SEARCH

Most university libraries use subject headings adopted by the Library of Congress in their subject catalog. The best guide to these is the Library of Congress Subject Headings which lists all the headings, with many other suggested alternate headings, in one alphabetical directory. Look up the keywords of your topic:

Subject headings_____

_____

7. PERTINENT TITILES OR AUTHORS

Using your subject headings in the subject card catalog will give you a drawer of catalog cards with specific books in your subject area. Note those that you feel will be of the most use for further information. Also check now in the author/ title card catalog for those books that you found in bibliographies or other earlier sources. Prominent authors in your field should be found in this catalog, too.

Books Call numbers and location

_____ _____

_____ _____

8. STYLE MANUAL
Your instructor may suggest that you use a certain style manual for the footnotes or a bibliography. However, if none has been suggested, there are many to choose from.

Style manual	Call number and location
_____	_____
_____	_____

As you proceed through the library using your search strategy you may find many other sources of information than those suggested. A successful search should continue turning up increased sources as you become more and more familiar with topic and the library. Don't forget to consult with the librarians at the reference desks as you proceed in your search if you are having any problems turning up information.

Susanna J. Turner
Head, Humanities Reference Dept.
MSU Libraries

SAMPLE FROM LIBRARY OF CONGRESS SUBJECT HEADINGS (LCSH)

Example A

Drug abuse and automobile drivers *(Direct) (HE5620.D65) (Continued)*
Automobile driving and drug abuse
Drug abuse and crime *(Direct)*
sa Drugs--Laws and legislation
x Crime and drug abuse
xx Crime and criminals
Drug abuse and employment
x Employment and drug abuse
xx Personnel management
Drug abuse and military personnel
See Drugs and military personnel
Drug addiction
See Drug abuse
Narcotic habit
Drug addicts
See Narcotic addicts
Drug adulteration
See Drugs—Adulteration and analysis
Drug allergy
sa Drug-exanthems
xx Allergy
Drugs—Side effects
Drug antagonism
xx Drug interactions
Pharmacology
Drug benefit plans
See Insurance, Pharmaceutical services
Drug degradation
See Drug stability
Drug-eruptions
See Drug-exanthems
Drug-exanthems
x Drug-eruptions
xx Drug allergy
Pharmacology
Skin—Diseases
Drug factories *(Direct) (TH4541)*
x Pharmaceutical plants
xx Factories
— Maintenance and repair
— — Costs
Drug habit
See Drug abuse
Narcotic habit
Drug-induced disease
See Drugs—Side effects
Drug industry
See Drug trade
Drug insurance
See Insurance, Pharmaceutical services
Drug interactions *(Indirect) (RM302)*
sa Drug antagonism
Drug synergism
Drugs—Side effects
xx Drugs—Side effects
Drug metabolism
xx Metabolism
Pharmacology
Drug receptors
x Receptors, Drug
xx Pharmacology
Drug research
See Pharmaceutical research
Drug resistance
x Resistance to drugs
xx Pharmacology
Drug resistance in micro-organisms
sa R factors
x Antibiotics resistance in micro-organisms
Bacterial resistance to antibiotics
Microbial drug resistance
Resistance to drugs in micro-organisms
xx Micro-organisms, Effect of drugs on
Microbial genetics
Pharmacology

Drug stability
x Drug degradation
Stability, Drug
xx Pharmacology
Drug stores
See Drugstores
Drug synergism
xx Drug interactions
Pharmacology
Drug therapy
See Chemotherapy
Drug toxicity
See Drugs—Toxicology
Drug trade *(Direct) (Business, HF6201.D4-6; Economics, HD9665-9675)*
sa Botanical drug industry
Drugstores
Pharmacists
Prescription pricing
Vitamin industry
x Drug industry
Pharmaceutical industry
— Accounting
— Employees
— Hygienic aspects
— Law and legislation
See Drugs—Laws and legislation
Pharmacy—Laws and legislation
— Management
— Quality control
— Statistical methods
— Technological innovations *(HD9665-9675)*
Druggists
See Pharmacists
Drugs *(Pharmacology, QP905-981; Pharmacy, RS; Therapeutics, RM)*
sa Botany, Medical
Dispensatories
Doping in sports
Materia medica
Medicine—Formulae, receipts, prescriptions
Pharmacognosy
Pharmacology
Pharmacy
Poisons
headings beginning with the word Drug; *also particular drugs and groups of drugs, e.g.* Narcotics, Stimulants
xx Chemistry, Medical and pharmaceutical
Materia medica
Pharmacology
Pharmacopoeias
Pharmacy
Therapeutics
— Adulteration and analysis *(Pharmaceutical chemistry, RS421-431)*
Here are entered treatises and textbooks on methods of analyzing drugs and detecting adulterations, laboratory reports of tests, lists of adulterated articles, and reports of state and other drug commissions.
x Drug adulteration
xx Adulterations
Consumer protection
— Catalogs *(RS355-6)*
— Classification
— Dosage
x Dosage of drugs
Dosimetry
Posiology
Posology
xx Materia medica

Juvenile literature
x Materia medica—Juvenile literature
Pharmacy—Juvenile literature
— Labeling *(Direct)*
-- Laws and legislation *(Direct) (HD9665.7; Food and drug laws, HD9000.9)*
Here are entered general treatises on the legal regulation of strength, purity, etc., of drugs, together with collected and separate laws.
sa Biological products—Law and legislation
Medicines, Patent, proprietary, etc. —Law and legislation
Narcotic laws
Products liability--Drugs
x Drug trade—Law and legislation
xx Consumer protection—Law and legislation
Drug abuse and crime
Narcotic laws
Example under Public health laws
Note under Drugs—Standards
— Marketing
— Microbiology
xx Sanitary microbiology
— Packaging
sa Edible coatings
-- Patents
— Physiological effect
sa Cells, Effect of drugs on
Drugs and sex
Drugs--Side effects
Fertility, Effect of drugs on
Fetus, Effect of drugs on the
Hangover cures
Micro-organisms, Effect of drugs on
— Preservation *(RS159)*
— Prices and sale *(HD9665-9675)*
-- Products liability
See Products liability--Drugs
— Psychological aspects
-- Purification
— Research
See Pharmaceutical research
— Safety measures
— Side effects
sa Drug allergy
Drug interactions
Drugs—Toxicology
x Drug-induced disease
Side effects of drugs
xx Drug interactions
Drugs—Physiological effect
Iatrogenic diseases
— Spectra
Example under Absorption spectra
— Standards *(RS189)*
Here are entered technical reports, etc., establishing grades, quality, degree of purity and strength. Pure food and drug laws are entered under the heading Drugs--Laws and legislation.
sa Biological assay
Example under Standardization; *and under reference from* Standards
— Taxation *(Direct)*
— Toxicology
sa Narcotics—Physiological effect—Genetic aspects
Ototoxic agents
x Drug toxicity
xx Drugs—Side effects
Drugs, Antineoplastic
See Antineoplastic agents

sa - see also
x - see from xx - see also from

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GENERAL INDEXES

ERIC	HU	Example A
MLA Bibliography	HU	
Monthly Catalog to Goverment Documents	HU	
New York Time Index	SS	
PAIS (Public Affairs Information Service)	SS	
Reader's Guide	HU & PB	

SPECIAL INDEXES

Art.	Art Index HU
	Humanities Index HU
Business.	Business Periodicals Index SS
	Funk & Scott SS
	Business Education Index HU
	PAIS SS
Computer Science.	Computer Reviews-Sci. Bib. Room
	Computer and Information Systems Sci. Bib. Room
	Applied Science and Technology Index PB
	Business Periodicals Index SS
Eletrical Engineering.	Engineering Index PB
	Applied Science and Technology Index PB
English Education.	Same as in Foreign Languages
	Annual Bibliography of Language and Literature HU
Foreign Language (Education).	Education Index HU
	Current Index to Journas in Education HU
	Research in Education HU
Landscape Contracting	Art Index HU
	V.S.M.F. PB
	Biological Abstracts PB
	Agriculture and Biological Index PB
	PAIS SS
Library Science	Library Literature HU
Management.	Personnel Management Abstracts SS
Marketing	PAIS SS
Poultry Science	Biological Abstracts PB
	Agriculture and Biological Index PB
	Bibliography of Agriculture PB
Pre-Dental.	Index Medicus- Sci. Bib. Room
Psychology.	Psychology Abstracts SS
	Education Index HU
Wild Life.	Same as Poultry Science
	Wild Life Abstracts Sci. Bib. Room

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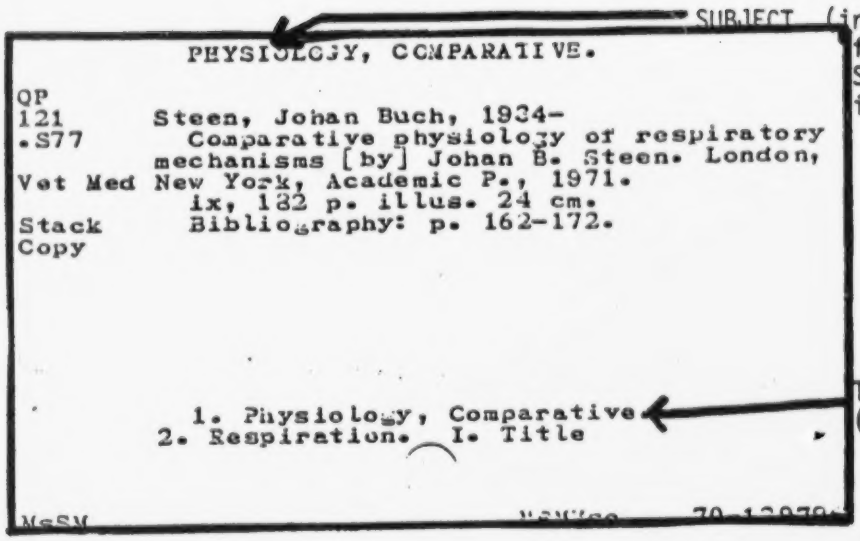
Example A

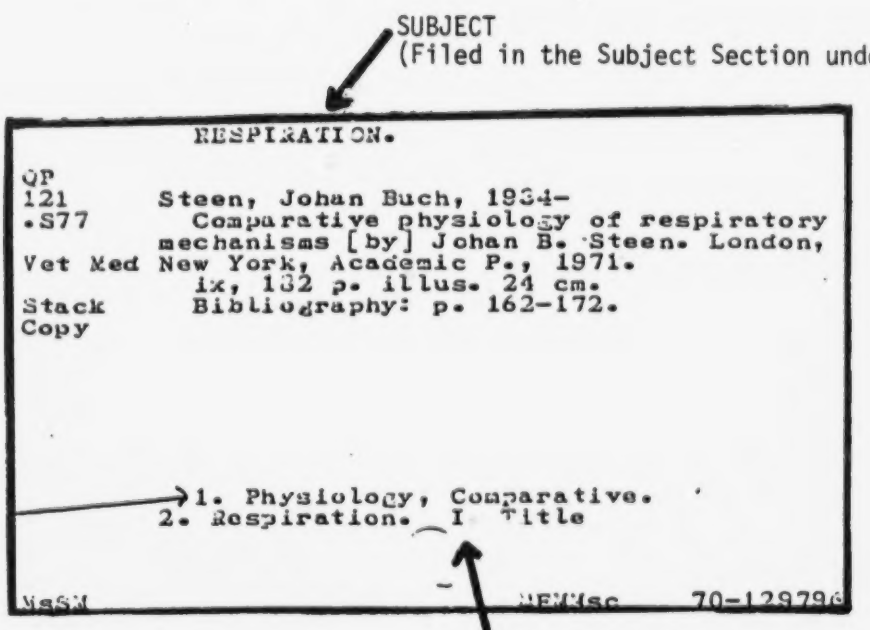
ENCYCLOPEDIAS

General	Location
Americana	HU
Britannica	HU
Colliers	HU
Compton's	HU
World Book	HU
Special	
Encyclopedia of Banking and Finance	SS
Encyclopdeia of Biochemistry	PB
Encyclopedia of Business Information Sources	SS
Encyclopedia of Earth'Science' Series	PB
Encyclopedia of Education	HU
Encyclopedia of Educational Research	HU
Encyclopedia of Electronis	PB
Encyclopedia of Geochemistry and Enviromental Sciences	PB
Encyclopedia of Information Systems and Service	HU
Encyclopedia of Librarianship	HU
Encyclopedia of Library and Information Science	HU
Encyclopedia of Management	SS
Encyclopedia of Painting	HU
Encyclopedia of Polymer Science and Technology	PB
Encyclopedia of Psychology	SS
Encyclopedia of Social Work	SS
Encyclopedia of The Biological Sciences	PB
Encyclopedia of The Social Sciences	SS
Encyclopedia of World Art	HU
Encyclopedia of World Literature in the 20th Century	HU

SAMPLES OF SUBJECT CARDS

Example A





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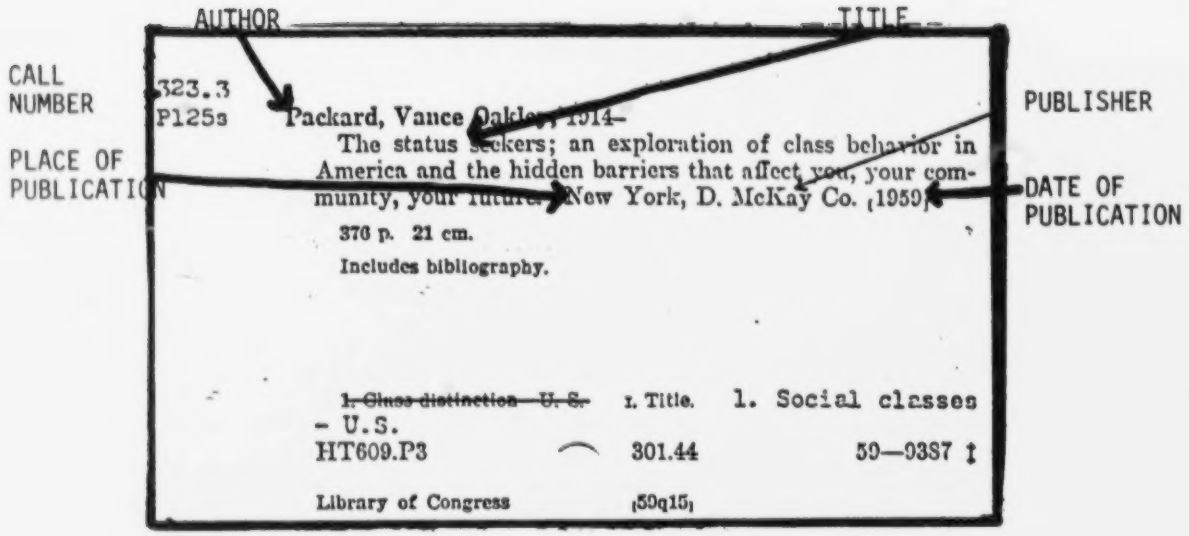
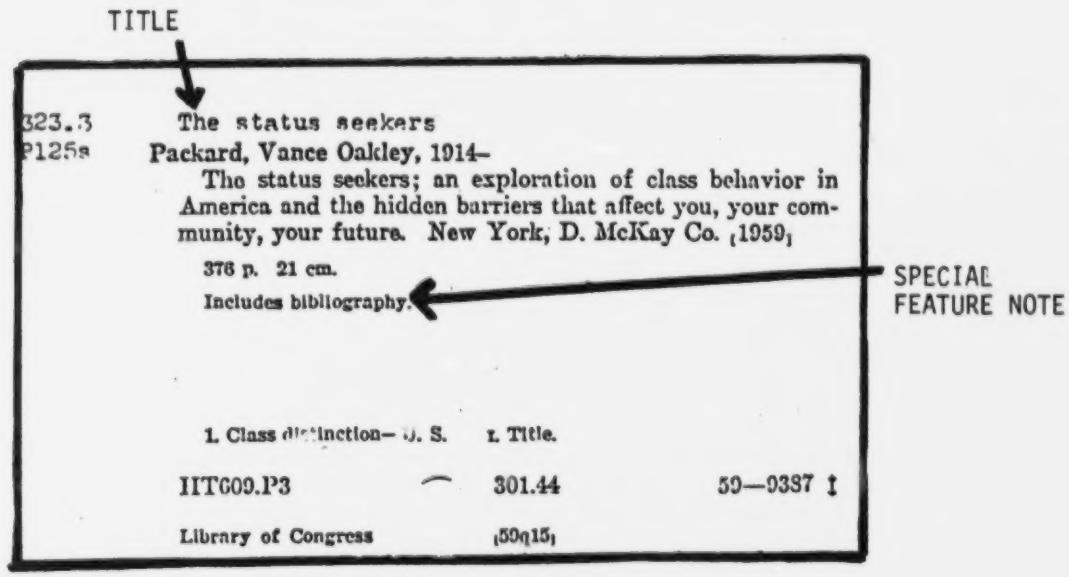
SAMPLE OF AUTHOR CARD

Example A



(This is a Dewey Decimal Classification card filed in the Author/Title Catalog in the P's)

SAMPLE OF TITLE CARD



(Filed in the Author/Title Card Catalog in the S's)

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Example A

TERM PAPER CLINIC EVAULATION FORM

Date_____ Time_____

1. I am a (circle one) Fr. Soph. Jr. Sr.
2. What is your major?_____
3. How did you find out about the clinic?

____ Signs in the library ____ Advice of a Librarian

____ Signs outside the library ____ School Newspaper

____ Advice of another student ____ TPC Handout

____ Advice of a teacher ____ other_____

4. Was the information presented durning this clinic new to you?

____ It was all new

____ Some of it was new, except_____

____ None of it was new

5. Did you get the help you needed from this TPC?

____ Yes, exactly what I needed ____ No, it didn't help at all (explain)

____ Yes, most of it was useful _____

____Yes, but I need more(explain)_____

_____ _____

_____

6. Would you recommend this clinic to another student?_____
7. Can you think of better times to offer this TPC?_____

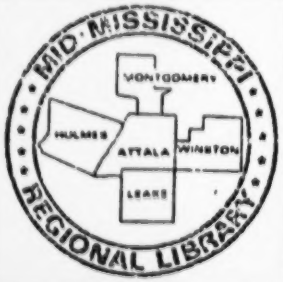
_____

8. What are your suggestions for improving the TPC?_____

_____

_____

TERM PAPERS without TEARS



THREE SHORT STEPS TO HELP YOU --

1. CONSULT THE LIBRARIAN

   Ask the librarian on duty to help you get started on your topic. She'll be glad to help you help yourself.

2. FIND OUT WHAT YOUR SUBJECT MEANS

   Define the words in it: Dictionaries and encyclopedias are your first help here.

   Limit its scope: Almost any subject can be explored in a variety of directions. Do not try to cover all areas of a topic in one paper. Again, dictionaries and encyclopedias can help you at this stage.

3. ORGANIZE

   If you are collecting notes for your term paper, you will need a supply of index cards. Be sure to include in those notes the source that you used: author, title, volume, page, date, publisher, ect. You will need this information for your bibliography and footnoted when you write your paper.

Example B

TEN STEPS IN RESEARCH

There are ten basic steps which provide a logical method for research and which result in an ease of procedure for the researcher.

STEP 1 FIND A SUBJECT

STEP 2 READ A GENERAL ARTICLE OR TWO.

STEP 3 FORMULATE A TEMPORARY THESIS AND A TEMPORARY OUTLINE.

STEP 4 PREPARE THE BIBLIOGRAPHY

STEP 5 TAKE NOTES FROM RELEVANT SOURCES.

STEP 6 LABEL NOTECARDS; REVISE THE WORKING OUTLINE.

STEP 7 WRITE THE FIRST DRAFT.

STEP 8 REVISE THE TEXT; WRITE AN INTRODUCTION AND A CONCLUSION.

STEP 9 FILL IN FOOTNOTES ON THE DRAFT.

STEP 10 PUT THE PAPER IN ITS FINAL FORM

THE DEWEY DECIMAL SYSTEM OF CLASSIFICATION

The Dewey Decimal System of Classification divides the books in the library into ten classes according to the subjects of the books. Each subject is given a number. For example, all books about sciences are given a number between 500 and 599. If you will become throroughly acquainted with these ten main classes, it will help you in using the library.

000 - 099	GENERALITIES	BOOKS THAT COVER MANY SUBJECTS, LIKE ENCYCLOPEDIAS.
100 - 200	PHILOSOPHY	BOOKS ABOUT THE MIND; HOW WE THINK.
200 - 299	RELIGION	BOOKS ABOUT ALL KINDS OF RELIGION AND WAYS OF WORSHIP.
300 - 399	SOCIAL SCIENCES	BOOKS ABOUT GROUP LIFE, LIKE GOVERNMENT, LAW.
400 - 499	LANGUAGE	BOOKS USED TO STUDY THE HISTORY AND SPEAK-ING OF ALL LANGUAGES.
500 - 599	PURE SCIENCES	BOOKS THE EXPLAIN SCIENCE.
600 - 699	TECHNOLOGY	BOOKS ABOUT EVERYTHING MAN DOES TO MAKE A LIVING OR MAKE LIFE EASIER.
700 - 799	THE ARTS	BOOKS ABOUT ALL THE CREATIVE ARTS, PAINTING, MUSIC.

Example B

800 - 899	LITERATURE	BOOKS ABOUT LITERATURE OF ALL KINDS AND OF ALL COUNTRIE
900 - 999	GEOGRAPHY AND HISTORY	BOOKS ABOUT HISTORY, TRAVEL

In most libraries, after the books have been classified, they are arranged on the shelves in numerical order from left to right with the smaller numbers coming first. Thus you would find the books in the 100's coming before the 200's. ect. Each of the ten classes may then be subdivided into ten divisions. Then the books within each class are arranged on the shelves with smaller numbers coming first.

DEWEY DECIMAL CLASSIFICATION

000	GENERALITIES	100	PHILOSOPHY
020	Library Science	150	Psychology
030	General Encyclopedias	170	Ethics
070	Newspapers & Journals	190	Modern Philosophy
200	RELIGION	300	SOCIAL SCIENCES
220	Bible	310	Statistics
290	Other Religions	320	Political Science
		330	Economics
		340	Law
		350	Public administratio
		360	Welfare
		370	Education
		380	Commerce
		390	Customs and Folklore
400	LANGUAGE		
410	Linguistics	450	Italian
420	English	460	Spanish & Portuguese
430	Germanic Language	470	Italic Languages
440	French	480	Classical and Greek
		490	Other Languages

500 PURE SCIENCE

510 Mathematics
520 Astronomy
530 Physics
540 Chemistry
550 Earth Sciences
560 Palentology
570 Anthropology & Biology
580 Botanical Sciences
590 Zoological Sciences

700 THE ARTS

710 Civic & Landscape Art
720 Architecture
730 Sculpture
740 Drawing
750 Painting
760 Graphic Arts
770 Photography
780 Music
790 Recreation

900 GEOGRAPHY

910 Geography
920 Biography
930 History of Acient World
940 History of Modern Europe
950 History of Modern Asia
960 History of Modern Africa
970 History of North America
980 History of South America
990 History of the Rest of World

600 TECHNOLOGY

610 Medical Science
620 Engineering
630 Agriculture
640 Home Economics
650 Business
660 Chemical Technology
670 Manufactures
680 Assembled & Final products
690 Buildings

800 LITERATURE

810 American Literature
820 English Literature
830 Germanic Literature
840 French Literature
850 Italian Literature
860 Spanish & Portuguese literature
870 Italic Literature (Latin)
880 Classical & Greek Literature
890 Literature of Other Languages

PARTS OF A BOOK Example B

TYPICAL PARTS OF A BOOK --

1. FRONTISPIECE. This is an illustration about the book's subject which, when present, is placed on the page opposite the title page.

2. TITLE PAGE. The title page shows the title, the subtitl (if there is one), the author or authors, publisher, place of publication and publication date. If a book is illustrated, the name of the illustrator almost always is printed on the title page.

3. COPYRIGHT DATE. The copyright date, found on the revers side of the title page, tells when the book was listed at the United States copyright office, to protect the author's right of ownership.

4. DEDICATION. This is a short statement or quotation by which the author inscribes his book to some person close to him, or who is otherwise significant to the writing of the book.

5. PREFACE OR FOREWORD. The preface is a brief explanatio by the author of his objectives in writing the book, the extent of its material, the kind of readers for whom it was written, and the persons who gave him help and advi In some books, this part is called the foreward.

6. INTRODUCTION. The introduction contains more detailed comments about the contents and importance of the book. It usually is longer and more formal than the preface, and sometimes is written by some one other than the author.

7. TABLE OF CONTENTS. The table of contents names, in orde the chapter heading (and sometimes, subheading) of the entire book. From the table of contents, you can quickl get an outline of the subject matter covered in the book

8. ILLUSTRATIONS. This is a list of illustrative material in the book, listed in the order in which they appear in the book, with page references for each item.

AFTER THE TEXT, A BOOK MAY HAVE THESE PARTS:

1. APPENDIX. The appendix includes all items that are related to but not included in the text. Examples are charts, tables, special lists and statistics.

2. GLOSSARY. The glossary lists and explains terms used in the text that may not be familiar. Foreign words and technical terms would be included in a glossary.

3. BIBLIOGRAPHY. This is a list of books that the author referred to in preparing the content of his book, or are suggested for further reading on the subject. The bibliography in some books is printed at the end of each chapter.

4. THE INDEX. The index is an alphabetical guide to all information to be found in the text. It lists alphabetically all main topics, with page references for each one.

CHOOSE YOUR BOOKS CAREFULLY--

1. READ THE TITLE PAGE OF EACH BOOK CAREFULLY. The title and subtitle, if the book has one, are clues to the contents.

2. TRY TO FIND OUT SOMETHING ABOUT THE AUTHORS. Are they well qualified to write about the subject? If you can' tell from the title page, read the preface and the introduction.

3. CHECK THE COPYRIGHT DATE. If your subject requires up-to-date subject matter, select only the book of the latest copyright date. Some subjects, such as historical events, can be covered adequately in books of earlier copyright date.

4. STUDY THE TABLE OF CONTENTS AND THE INDEX TO FIND OUT WHAT THE BOOK ACTUALLY COVERS.

5. SKIM THROUGH PORTIONS OF THE TEXT. Can you understand it? Is it written in an interesting way?

6. LOOK AT THE BIBLIOGRAPHY IN THE BACK OF THE BOOK TO SEE HOW MANY AND WHAT KINDS OF BOOKS THE AUTHOR CONSULTED.

7. SET ASIDE THOSE BOOKS WHICH YOU THINK ARE SUITABLE, THEN RECORD EACH ONE EITHER ON CARDS OR ON A SHEET OF PAPER. Your teacher may have special requirements concerning the way you make this record, so make sure that you know them before you start.

CARD SETS

746.3
Pia

Pianzola, Maurice
Tapestry / Maurice Pianzola, Julien. Coffinet. New York : Van Nostrand Reinhold Co., 1974, c1971.
127p. : illus. (some col.) (craft and art)
Bibliography: p. 121.

1. Tapestry--History I. Coffinet, Julien. II. Title. III. Series.

Tapestry.

746.3
Pia Pianzola, Maurice

Tapestry / Maurice Pianzola, Julien Coffinet. New York : Van Nostrand Reinhold Co., 1974, c1971.
127p. : illus. (some col.) (Craft and art)
Bibliography: p. 121.

1. Tapestry--History I. Coffinet, Julien. II. Title. III. Series.

33

TAPESTRY -- HISTORY

746.3
Pia Pianzola, Maurice

Tapestry / Maurice Pianzola, Julien Coffinet. New York : Van Nostrand Reinhold Co., 1974, c1971.
127p. : illus. (some col.) (craft and art)
Bibliography: p. 121.

1. Tapestry--History I. Coffinet, Julien. II. Title. III. Series.

Example B

Coffinet, Juline.

746.3
Pia Pianzola, Maurice

Tapestry / Maurice Pianzola, Julien Coffinet. New York : Van Nostrand Reinhold Co., 1974, c1971.
127p. : illus. (some col.) (craft and art)
Bibliography: p. 121.

1. Tapestry--History I. Coffinet, Julien. II. Title. III. Series.

34

Craft and art.

746.3
Pia Pianzola, Maurice

Tapestry / Maurice Pianzola, Julien Coffinet. New York : Van Nostrand Reinhold Co., 1974, c1971.
127p. : illus. (some col.) (craft and art)
Bibliography: p. 121.

1. Tapestry--History I. Coffinet, Julien. II. Title. III. Series.

Subject Related

Example C

Experimental Foods 8463
Lydia Medeiro/Susan Ellsbury
Library Research

Goal: Discussion of the research process
Objective: Location of primary sources

SEARCH STRATEGY

1. Choose a topic- write it down in one complete sentence.
2. From your topic sentence, determine the key words that describe the topic.
3. Locate possible indexes or abstracts on the subject area that reference journal articles. Some possible sources are:

REFERENCES	LOCATION
INDEX MEDICUS	SCIENCE BIBLIOGRAPHY ROOM
NUTRITION ABSTRACTS	PHYSICAL & BIOLOGICAL SCIENCE RR
FOOD SCIENCE TECHNOLOGY ABSTRACTS	same
BIBLIOGRAPHY OF AGRICULTURE	same
SCIENCE CITATION INDEX	same
BIOLOGICAL & AGRICULTURE INDEX	same

4. Turn to the subject index in one of the above indedes. All of these cite primary sources such as journal articles, dissertations.

5. When you have located a citation, be sure to write down the following information: Author(s) of the article, title of the article, journal title, volume, number, month, date, year, pages.

6. Sometimes the journal title is abbreviated. Find the COMPLETE JOURNAL TITLE. You may use the following sources to determine what the complete title is:

BIOSIS List of Serials	Ready Reference shelved by
CASSI	the PB Information Desk.

7. Use the PERIODICAL PRINTOUT (at the PB Information Desk) to see if the library has the journal you need and where it would be located in the library.

NOTE: Try by looking up the title as listed in the index or by the society that publishes the journal.

Example C

WHERE ARE PERIODICALS (JOURNALS) LOCATED IN THE LIBRARY?

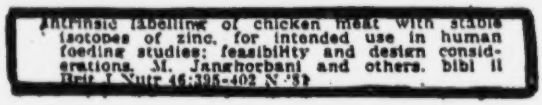
I. Consult the PERIODICAL PRINTOUT — Location: PB, HU, SS Info Desks

Info Desk by Card Catalog

II. Examples from the printout and where materials are shelved:

A. All issues are shelved in a reading room;

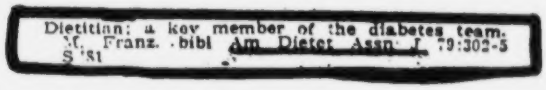
Reference:


Antrinsic labelling of chicken meat with stable isotopes of zinc, for intended use in human feeding studies: feasibility and design considerations. M. Janghorbani and others. bibl ill Brit J Nutr 46:395-402 N '81

In Printout:

BRITISH JOURNAL OF NUTRITION
1947- 1- PB

Reference:


Dietitian: a key member of the diabetes team. M. Franz. bibl Am Dietet Assn J 79:302-5 S '81

In Printout:

AMERICAN DIETETIC ASSOCIATION, JOURNAL
1925- 1,5- PB

B. Current issues in a Reading Room. Earlier issues in the stack tiers:

Reference:

Protein metabolism and nutritional state in man. V. R. Young. bibl ill Nutr Soc Proc 40:343-50 D '81

In Printout:

NUTRITION SOCIETY. PROCEEDINGS
1957- 16- ST
Current issues in Physical & PB
Biological Science Reading Room

C. Current issues in a Reading Room. Certain earlier issues also in the Reading Room and the oldest issues in the stack tiers:

Reference:

Non-essential role of dietary factors in the development of diabetes in ob/ob mice. P. U. Dubuc. bibl ill J Nutr 111:1742-8 O '81

In Printout:

Journal of Nutrition

1928-1959	1-69	ST
1960-	70-	PB
1978-1981.	108-111.	VM

BEST COPY AVAILABLE

Example C

LOCATION OF PERIODICALS IN THE STACK TIERS:

Titles that begin with:	Are shelved on:
A-H	5th stack tier
I- Revue	6th stack tier
Revue-Z	7th stack tier

Example C

NAME_____

Experimental Foods- 8463
Lydia Medeiros/Susan Ellsbury
Exercise

Instructions:
1. Use one (or more as needed) of the indexes discussed to locate on primary source on your topic.

TOPIC:_____

_____

Check which index you consulted and the year:

	year(s)
____Index Medicus	_____
____Nutrition Abstracts	_____
____Food Science and Technology Abstracts	_____
____Bibliography of Agriculture	_____
____Science Citation Index	_____
____Biological and Agricultural Index	_____

What headings were used to find the article?_____

_____

_____

Primary Source:
Author(s):_____
Title of Article:_____

_____

Journal Title (complete):

_____

_____

Volume:_____
Number:_____
Month/year;_____
Pages:_____

Location of the journal in the library: a) b) c) d) e)

a) current shelves-PB
b) bound periodical shelves-PB
c) 5th stack tier
d) 6th stack tier
e) 7th stack tier

APPENDIX II

MISSISSIPPI LIBRARY ASSOCIATION

TERM PAPER CLINIC WORKSHOP

BIBLIOGRAPHY

Dubin, Eileen at al. "An In Depth Analysis of a Term Paper Clinic." Illinois Libraries 60 (March 1978) : 324-333

Hardin, Linda P. Library Research Strategies and Rescources: An Introduction to the Basics. Urbana: Illinois University Library, 1979. ERIC Document 191508.

Hose, Harold V. and Kunselman, Joan D. Library Research Strategies. Riverside: University of California Library, 1980. ERIC Document 212264.

"How to Use the Reader's Guide to Periodical Literature". 16mm color film, 12min. (available from the Mississippi Library Commission)

Sabol, Cathy. Librarian in the Classroom. ERIC Document 150985, 1977.

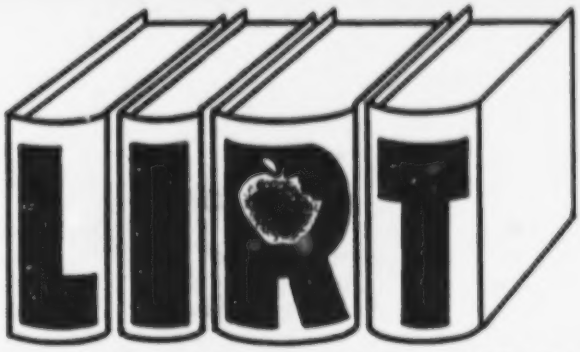
Schobert, Tim. "Term Paper Counseling: Individualized Bibliographic Instruction." R.Q. 22 (Winter 1982): 146-151.

Silverman, Sharon and others. "Ideas in Pratice: 'Where's the Periodical Guide to Books?' or Library Instruction in Developmental Education." Journal of Developmental and Remedial Education 4 (Spring 1981): 16-17.

State-Of-The-Art of Academic Library Instruction. 1977 update. Association of College and Research Libraries, Chicago, Ill. ERIC Document 072 823

Using the Library. SUE (Life Skills Series). 4 FS. 4 Cas. skills extender duplicating pages and teacher's manual.

APPENDIX III.



LIBRARY INSTRUCTION ROUND TABLE

American Library Association
MISSISSIPPI LIBRARY ASSOCIATION

TERM PAPER CLINIC
WORKSHOP
EVALUATION

1. Did this workshop meet your needs?

   Yes____ No_____ Mostly, but I really wanted_____

   Other_____

2. How would you improve this workshop?_____

   _____

   _____

3. After attending this workshop, do you plan to try a Term Paper Clinic at your library?

   Yes____ No_____ Maybe_____

4. Would you recommend this workshop to another librarian?

   Why?_____

   Why not?_____

5. Can you suggest topics for future workshops?_____